

**CONFIDENTIAL**

DD/S 22-4246

Executive Registry

72-5648/1

10 November 1972 REGIST

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Deputies Meeting on 2 November 1972**

*FILE Meetings  
(Deputies)*

1. On 2 November the Executive Director-Comptroller held a meeting with the Deputy Directors. In attendance were:

DDI  
DDS  
DDP  
DDS&T  
AD/DCI/IC  
General Counsel  
Inspector General  
D/PPB  
D/Personnel (for first seven topics only)

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Project

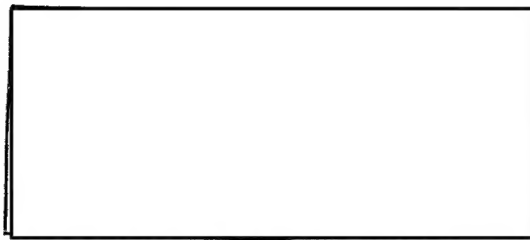
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2. The Executive Director noted the projected OMB hearings on the Project, observed that the DDS&T is the project manager, and went on to provide him with a paper on various project-related issues. He suggested the DDS&T undertake an interdirectorate preparation and offered to be of assistance if needed.

Comptroller's Report

3. The Executive Director noted that he has instituted a monthly Comptroller's meeting which draws upon Office of Finance material that reveals trends and deviations of projected obligations. He highlighted the October report and observed that this would be brought to the Director's and DDCI's attention.

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### Program Cycle and Objectives

4. The Executive Director noted that in the future he hopes to incorporate into the Program Call certain DCI objectives. He explained that this will create a hierarchy of things to be accomplished against which progress can be measured and evaluations made. The Executive Director went on to distribute draft DCI objectives for each directorate as well as a draft memorandum on program objectives which details the program schedule. He asked each Deputy Director to comment on those objectives pertaining to his directorate.

### Executive Manpower Study

5. The Director of Personnel briefed in detail on a recently completed Executive Manpower Study which compares Agency executive and feeder group population with those of other federal agencies.

### Personnel Development Program

6. The Executive Director introduced this topic and explained CSC and the OMB genesis of the requirement. He called attention to the MAG memorandum on the Director of Personnel's suggested plan to implement the program. A lively discussion followed, and the Director of Personnel will develop appropriate guidelines for the Executive Director to discuss with each Deputy Director.

ACTION: Director of Personnel

### QSI's, Honor Awards, and Suggestion Awards

7. Having distributed summary data on this topic, the Executive Director noted that in the future the Certificate of Merit can be approved and awarded by each Deputy Director, there will be no written citation, and each Deputy Director may seek and receive advice and assistance from HMAB on CM awards if they desire. Detailed instructions will be circulated (ACTION: Director of Personnel). The Executive Director encouraged an increase in the Suggestion Awards field. It was noted that these award procedures are cumbersome, requiring exhaustive research and voluminous justification. The Executive Director said he will look into these procedures with a view toward streamlining (ACTION: Director of Personnel).

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Contract Guidelines

8. The Executive Director explained that currently we have no written policy on this topic, hence, the desirability for publishing same as described in his draft memorandum previously distributed to each attendee. Noting the statement on "technical management of contracts involving two or more directorates," the DDS&T noted the impracticality of calling for a "single technical officer authorized to provide technical direction to the contractor." Appropriate revisions will be made in the guidelines which are to be issued by the Executive Director (ACTION: DDS).

Dissemination of Information

9. MAG's memorandum on this topic was noted. The Executive Director concluded that a single office of issuance seems appropriate and wherever possible a clear statement of the purpose of the issuance is to be included in the Headquarters Notice.



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Assistant to the Executive Director

Attachment:  
Agenda

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